S. O.

APPENDIX II.

G. O. No. M. 5501-60—P. & S. 74-21-1, dated 1st June 1922.

Economising the use of Stationery and reducing Printing Work.

Issues instructions in regard to —— and calls for a report in the matter from Heads of Departments.

READ—

Government Order No. G. 21945-22005—P. & S. 7-20-3, dated the 20th May 1921, issuing instructions regarding the revised scales of stationery articles, etc., to be issued to the different offices of the State and the economies to be effected in the issue of paper and stationery articles.

ORDER No. M. 5501-60—P. & S. 74-21-1, DATED THE 1ST JUNE 1922.

Government observe that in spite of repeated instructions for economising the use of paper and stationery articles, etc., the expenditure thereon has not tended to diminish. Special efforts have therefore, to be made in this behalf by Heads of Departments, Deputy Commissioners of Districts and other indenting officers, and the consumption of paper and stationery articles reduced to about 50 per cent of the average for the past two years.

2. The following instructions are issued in continuation of previous orders in the matter of economising the use of paper and stationery articles :—

(i) The use of both sides of paper should be strictly insisted upon in all possible cases and stringent measures adopted to stop wasteful use ;

(ii) Every available stock of paper and forms in the different offices of the State should be carefully conserved and profitably utilised ;

(iii) Obsolete or useless forms should, as far as possible, be used for reprinting of useful forms and for other purposes ;

(iv) Covers received should be cut open and used again, as far as possible, by pasting the cut end with slips ;

(v) Heads of Departments are requested to carefully examine the works sent from their departments to the press and see that printing work is reduced to a minimum both as to quantity and cost, and submit before the 31st July 1922, for the information of Government, a revised standing list of works from their departments that have got to be printed. The Superintendent, Government Printing, will furnish to the Heads of Departments and the Deputy Commissioners of Districts, before 30th June 1922, a list of printing works (showing the number of foolscap pages, cost of paper and cost of printing in each case) usually done for their departments, to enable them to submit the lists called for above before the due date ;

(vi) The Superintendent, Government Printing and Stationery, should, on his part, use, wherever possible, thin paper instead of thick, and brown or other paper instead of white to keep down cost.

A statement showing the cost of stationery issued to the various indenting officers during 1921-22 should be submitted for the information of Government before the 15th July 1922.

[redacted] Heads of Departments and Deputy Commissioners of Districts are requested to co-operate [redacted] behalf and issue such subsidiary orders to their subordinate offices as may be necessary to achieve the end in view. A report of the action taken in this connection may be sent for the information of Government before 1st July 1922.

C. E. RAMA RAO,
For *General Secretary to Government.*

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.